

CITY OF LEON VALLEY



ANNUAL CITY COUNCIL/CITY MANAGER RETREAT

The Kinman House
6417 Evers Road, Leon Valley, Texas 78238

Saturday, June 7, 2014

MINUTES

The Leon Valley City Council conducted their annual City Council/City Manager retreat at the Kinman House on Saturday, June 7, 2014.

Mayor Riley called the meeting to order at approximately 9:00 a.m.

All members of Council were present, as was City Manager Longoria. The meeting was facilitated by Bob Ashcroft.

Summary documents are attached that provide a description of the retreat.

Mayor Riley adjourned the meeting at approximately 12:30 p.m.

APPROVED

A handwritten signature in cursive script that reads "Chris Riley".

CHRIS RILEY
Mayor

ATTEST: A handwritten signature in cursive script that reads "Sandra Passailaigue".
SAUNDRA PASSAILAIGUE, TRMC
City Secretary



City of Leon Valley
Leadership Team Agenda
June 1, 2014 – May 31, 2015
(review and discussion draft: 6/9/14)

This agenda was developed at the Annual City Council/City Manager Retreat held on Saturday, June 7. 2014.

Leadership Team Vision for a Successful Year

- work together as a team
- invest in economic development
- community has a positive image of the city's leadership team
- achieve annual objectives

Areas of Focus, Objectives and Assignments

Area of Focus: Economic Development/Redevelopment

Objectives:

- Resolve town center issue and develop a concept for moving forward.
- Economic Development Board should develop and use a strategic plan.
- Operating with a strong partnership among economic develop entities.
- Improve image, beautify and reduce clutter along Bandera Road by means of a concept and a plan of action.
- Be proactive in attracting diverse and viable businesses and be realistic in what the city can do attracting businesses and promoting economic development.
- Research and develop strategies and plans for addressing vacant property.

Responsible Party for Area of Focus and Objectives: Economic Development Director

Area of Focus: Customer Service/Communications

Objectives:

- Act on becoming a home rule city.
- Increase public satisfaction with public safety services.
- Have in place an effective system to track and respond to citizen inquires/complaints.
- Operate with better trained and functioning support services staff (e.g., attitude, skills, accountability, move from "good to great." 24/7, etc.)

Responsible Party for Area of Focus and Objectives: City Manager

Area of Focus: Infrastructure

Objectives:

- Improve traffic flow overall and in specific problem areas.
- Have a plan to resolve flood control issues around the park.
- Have a plan to address Evers Road rehabilitation.

Responsible Party for Area of Focus and Objectives: Public Works Director

Tracking and Reporting Progress

Employ quarterly reports to city council which provide an overview of the status of objectives and not a listing of tasks undertaken. The entire quarterly status report should be a page or less and be in a user-friendly form.

City of Leon Valley
Leadership Team
Roles, Responsibilities and Working Relationships

(review and discussion draft: 6/9/14)

The mayor, city council members and city manager should work together as a leadership team on behalf of the City of Leon Valley to benefit the community. The City of Leon Valley operates with the council-manager form of government under which the city council governs and the city manager administers. These roles, responsibilities and working relationships were reviewed, refined, validated or developed at the Annual City Council/City Manager Retreat held on Saturday, June 7, 2014.

City Council

Essential Role: governing body (board of directors)

Key Responsibilities: -appoint and evaluate city manager
-set overall direction and policy
-oversight
-fiduciary
-stewardship

City Manager

Essential Role: chief administrative officer (chief executive officer)

Key Responsibilities: -carry out direction and policies of city council
-administer day-to-day operations of the city
-provide information and recommendations to city council
-enforce laws and ordinances
-appoint, supervise and evaluate personnel
-communication
-represent the city
-budgeting
-planning
-contracting and purchasing officer

Mayor

Essential Role: presiding officer (chairman of the board)

Key Responsibilities: -in coordination with city manager, prepare and approve council meeting agendas
-appoint city council committees
-coordinate and recommend appointments to City boards, commissions and committees
-sign ordinances
-declare emergencies

Responsibilities of an Individual Member of City Council

- be a voice for citizens
- focus on what is in the best interest of the city and community
- be prepared
- be an ambassador for the city
- be a good steward
- help get things done; be a positive force, not a hindrance
- be honest
- listen to others and be respectful

Characteristics of an Effective Leadership Team

- common goal(s)
- trust
- collective ideas
- mutual support
- work toward consensus
- respect
- willingness to share and to compromise
- diligence

Leadership Team Operating Protocols

- for individual council members, it is o.k. to ask staff for information, it is not o.k. to give them instructions (direction/instruction to staff comes from the city council as a body)
- it is always advisable to check in with and to inform the council about what you are doing
- address all communication to city secretary who then provides it to all appropriate parties
- in scheduling be considerate and respectful of people's time
- be inclusive in sharing information and letting people know what is going on in the community
- recognize and respect confidentiality
- communicate citizen/stakeholder issues/concerns/complaints to both the city manager and to the appropriate staff person
- have and use a means to track and measure response to requests by city staff to ensure timely and complete response

City of Leon Valley

Annual City Council/City Manager Retreat

Retreat Follow-Up Tasks

Retreat Idea Parking Lot Items – Review and Address

- clarify some of the key responsibilities of the city manager, e.g., “represent the city.” “contracting and purchasing officer,” etc.
- prepare and distribute a city organizational chart showing citizens, city council, mayor, city manager, key staff functions/positions, etc.
- clarify roles and working relationship between mayor and city manager
- clarify who is/are the spokesperson(s) for the city
- formalize and set an appropriate date for city council to evaluate the city manager
- clarify city council and city manager contracting authority
- in considering appointments to City boards, commissions and committees, provide information about all who are interested and who applied for appointments
- review the mayor’s role and responsibilities from 2004
- review and address the Linkwood neighborhood’s ingress and egress problems
- consider using city council members as liaisons or advisors for 12-month agenda

Other Retreat Follow-Up Tasks

- prepare a report to the community about the retreat
- schedule a check-in work session for Leadership Team by the end of 2014